

TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

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	Town Manager's Office		Interim Assistant Town Manager			
	Commission Meding Dates	Last date to thin in ro <u>Town Clerk's O</u> ffice	Commussion Mosting Dates	gost date to late in to Town Cler <u>k's Chilo</u>	Cognitission 12st date to teer Meeting Dates Town (Nacktar)	
	May 25, 2/00	Mag 14 (pr00 pand)	☐ Fally 107, 2000 ☐ Aug 24 2010*	ležy 16 (5.00 p.m.)	Oct 26, 2010 Ovr 15, ror00 p.	m.)
_	lunc 8,3010	May 28 (5 (0) plac)	☐ Ang 24 2010* ☐ Sept (4, 2010	Sept 3 (5.00 pm.)	Nov. 9, 2010 - Oct. 29 (5.00p.	iL:
	June 22, 2010	June 11 (5:00 pur.)	□ Sep 37, 26, 0	Sept 17 (5 00 pm)	Nov 25, 20, 3 Nav 12 (5,00p.c	л.)
Ц	Ing 13, 2018	June 2 (5.00 p.m.)	D Oct 12, 2019 2 Split Serva chang	Qor I (8:00pm.) 🔲 gr	Dec 14, 2010 — Dec 3 (5,00)	m j
	JRE OF SDAITEM		Presentation Reports Consout Agenda	Ordinance Resolution Quasi Judicia	Old Business New Business Other	

SUBJECT: Chamber Arts and Craft Fair Special Event Application

EXPLANATION: The Chamber Arts and Craft show is scheduled for October 30 and 31, 2010. The special event application is attached (Exhibit 1).

The following information/requests are included in the application. The aumbers refer to the section number in the application.

- 9. 200 attendees are projected.
- 15. Parking. Request the Town to suspend enforcement of overtime parking Town-wide from 8:00 pm to 11 pm each day and the waiver of the fees normally paid to the Town by the event producers for purking. Approve parking on the inside lane of El Mar outside of the event mea. (Note: Combet requests parking until 11 pm event is over at 5 pm each day)

STAFF RECOMMENDATION: Staff recommends the following conditions be incorporated into the Commission's approved of this event.

- Beginnour facilities (temporary facilities or within the building) shall be provided to meet Broward County requirements. The required for projected 200 participants is 6 portables.
 - The application states 3 additional restrooms will be provided, which is not sufficient for the projected number of attendees. The fedicities allocated must not be the required facilities for the primary use of the existing establishment. The event producers may be able to use facilities at local business that are above their required number.
- 2. Approve the parking on 13 Mar as requested and midnight. Thee parking town wateras exquested is not rescondenial given 1) the Town's financial restraints, 2) it is not extend on practice in other cities, and 3) it is not necessary to provide free parking to attract attendees. We will be judicial in our inforcement of overtime violations at meters. If the Commission agrees with staff recommendation, the Commission would not advertise that there is free parking for the even.

- 3. As dilutioned by the Director of Musicipal Services, provide waste receptacles within the event and within one block possible the event site (extended event area). At the end of the event the event producers shall remove the additional waste receptacles and empty the Town's waste receptacles within the extended event area.
- 4. Tents must be 10X10 or permit and the watch is required.
- A fire extinguisher (2A 10BC) is required every 75 feet of the event area.
- Access shall be maintained on El Mar Dirve to Dulliwood to militae for their heach access.
- Provide copies of all licenses and insurance for vendors.
- Signs must not be placed within the sight triangle.
- Provide the number of detail police officers determined by the Police Chief.
- 10). The Town Manager may suspend permission for this event, or the on-site Town representative may terminate the event due to applicant not complying with the terms and conditions of the Town's event permit or for health or sufety reasons, such as crowds that exceed the capacity of the event site.
- 11. In the event that insurance certificates, licenses and other material requirements are not provided by the required dates, the approval for this event shall expire unless the Town Manager finds there are extenuating circumstances that the event sponsors have carried, or can immediately cure without compromising the health, welfare and safety of the citizens of the Town of flauderdale-By-The-Sea those that may attend the event and without increasing the cost of administration by the Town.

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: None

Amount	_i Acel No.	
Lown Attorney review required Yes No		Fewr Manager's Initials:
Aurachments		
File:		



SPECIAL EVENTS APPLICATION

This completed application must be submitted 60 days prior to the date of the event together with a \$160 application fee to: Assistant Town Manager, Town Hall, 4501 Occan Drive, Landerdale-By-The-Sea, Florida 33308-3610.

This application is available on the Fown website at www.fauderdalebythesen-fl.gov. Questions: Phone: 954-776-3611 or email ATM@lauderdalebythesen-fl.gov.

Special events are approved by the Town Commission. The Special Event Permit will state all of the conditions that shall be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

٦.	Name of event: Art/Craft 57000
2.	Day and date of event: Ott. 30-31. New event Returning event.
3.	Location where event will be field: Commercial & El Moc.
4.	Description of Event: Art Craft Show
5.	Name and address of sponsor or hosting organization
6.	Name(s) of local contact person(s) who will be present each day of the event: Tray Sun 59 c/ty / aul Novak Mailing address: Y20 (Ccan) 815-75-70 Paul
7.	Paytime phone#: 776-1000 Evening phone#: Mubiie phone#: 294-5583 - Evening phone#: Pax#: 769-1560 What is the actual beginning and ending time of the event? 10:08 - 5:00
	Start of set-up time? 5:00 am End of tear-down time? 9:00 pm
8.	What type of audience is the event planned for? Tram. 14
ŋ.	How many participants do you anticipate? 50 spectators? 290 adult volunteers? (2
10.	Are there fees for the participants or spectators? \$\text{\$\tex{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\text{\$\

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan. See attach ed.		
STREET CLOSURES		
12. Are you requesting that any public streets be closed for the event? Yes No		
If yes, indicate the streets and blocks and times the closure is requested: See attached		
TRAFFIC CONTROL/BARRICADES A traffic control contractor may be required for events which require harricades or traffic control signage. 13. Please list your traffic control contractor, if applicable: Howard Alga Events		
VEHICLE LOADING/UNLOADING		
14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? 22 If yes, please indicate the location and times loading and unloading would occur:		
PARKING Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property		
15. Are you requesting use of Town parking meter spaces for the event? Yes_ X No		
If yes, provide the meter numbers on the site plan and purpose for which they will be used. √oran Wiel €		
Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.		

SIGNAGE

Will signs be crected for the event? Yes X No Number of signs Size sq.ft.
Locate signs on detailed site plan.
OFF DUTY POLICE/CODE COMPLIANCE OFFICERS
Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.
16. Do you ampicipate hiring off duty police/code compliance officers for your event? Yes 1. No
ANIMALS
17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amasement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes
SOUND SYSTEMS A R.
18. Request to use amplified sound on public property-the following is requested: Amplified sound/speaker system Live musicRecorded music
CLEAN UP AND TRASH REMOVAL
Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.
19. Please name the contractor or organization, including phone number who is responsible for:
Clean up of the event site: A lan Events Removal of trash from the event site:
Removal of trash from the event site:
TOWN UTILITIES A
Theoretical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and first storage locations on the detailed site plan.
20. Will the event require the following on public property? Blectrical power-Describe use:
Water Describe use:
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VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

RESTROOMS (refer to item #9)			
22. Will additional restroom facilities be brought to the event site? _\(\subseteq \s			
A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; I toilet per 75 males, I per 40 females. Ratio of male to female is 50/50 Separate male and female handicap accessible restrooms are required. Business tocations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.			
TENTS/CANOPIES/STAGES			
Tenos, esmoples (larger than 120 ag.ft. or multiple tests without separation) and stages require a Browned County Permit, evenue Browned County.			
23. Please indicate if any of the following will be assembled at the event and locate on the site plan.			
No Tent (size: x _)Canopy (size (O_x_O)) Stages Bleachers			
The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.			
FIREWORKS (Fireworks require a separate permit approval process and application) 24. Are you requesting approval to discharge fireworks at the event? YesNo			
FOOD			
25. Will food be served at the event? Yes No If yes, is the food provided: Free of charge Avuilable for purchase Non-Profit For profit Please list the types of food you are serving:			
Cooking Equipment: Fryers? Charcoat Grills? Propage Grills? Concession trailers? Open fires? Warmers? Sterno? Smokers? Hoods? Refrigerators?			
Are you requesting approval to offer other items for sale at the event? YesNo			
EVENT CONTRACTOR			
26. Please name your event contractor, if applicable: Howard Alan Events			

ALCOHOL 27. Are you requesting that alcohol be served or sold at the event?		
PERMISSION OF THE PROPERTY OWNER		
28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.		
RIDES (rides may require a State of Florida inspection)		
29. Are rides to be included in the event? YesNoNoNo		
Types: Mechanical/Electrical Inflatable (bounce house etc.) Manual (slides, trampolines)		
Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.		
FIREWATCH		
30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.		
LICENSES		
31. Copies of State and County licenses for vendors and contractors, us required.		

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold hannless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to budy, life, limb or property as set forth above.

Applicant shall save the Town humiless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

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STATEMENT OF BENEFIT

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Computerion #DD682093 Vergalica Pictranulo

VOLENIA ACRITO-RIVLE ON ACROHOUS

If the applicant is seeking sponsorship/co-sponsorship from the Town of Landerdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued. An approved form of a cortificate of liability insurance must be received 30 days prior to the event date.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in Writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as spossor or co-sponsor of the event,

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MODARY PUBLIC STATE OF PLURIDA

Veronica Pretrouga Commission #DD68893 Expires: JUNE 13, 2011

BOSCIEU TREE ATLANTIC BORTCH FOR INC.

Applicant's Signature (required)	Date Date
Applicant's Printed Same and Title/Organization Executive Director	
STATE OF FLORIDA: COUNTY OF BROWARD:	
SWORN TO AND SUBSCRIBED HEFORE ME, a Notary Public of the by who is personally known to me/proidentification and who did/did/out take an oath.	State of Florida. ovided as
My Coamission Expires:	Notary Public, State of Florida

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Revised May 26, 2010

2010 Chamber of Commerce ART/CRAFT SHOW REQUESTS

October 30 & 31, 2010 - 10:00-5:00 - set up at 5:00am on October 30 and take down by 9:00pm on October 31.

Commercial from A1A to El Mar will be closed.

Traffic will come in from Datura to Et Mar and be able to go around to Aruba and the Pier and exit onto A1A from El Prado.

Barricades will be placed on the west side of El Mar from the South side of Ocean Reverie to entrance of Villas old parking lot for pedestrian traffic to walk the show with the booths being on the grass.

Parking to be allowed on inside lanes of El Mar north of El Prado, and south of the alley (on Commercial end) on East and West sides of street for altendees. Chamber of Commerce will put up and take down the "No Parking on Grass" signs.

Vendor parking in Town Hall lot on Al A side, north of tennis courts and south side of El Prado, west of El Mar.

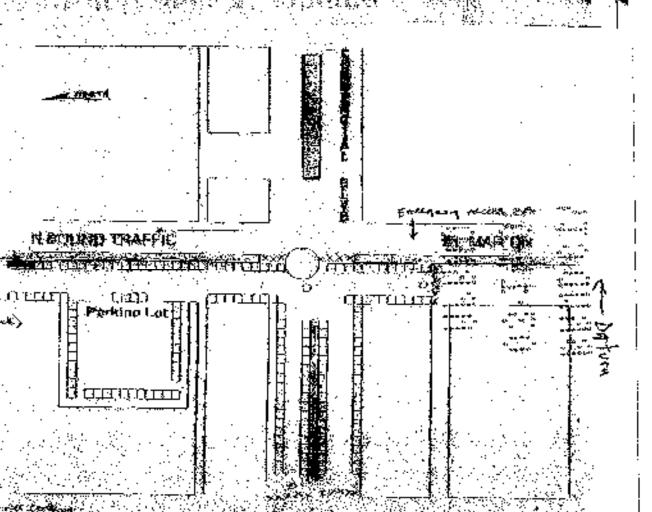
Howard Alan Events to hire 3 additional detail personnel for the event.

Howard Alan to put up Art/Craft show signs two (2) weeks before the events. One to be on the ATA side of the Chamber building and one in front of Town Hall close to ATA on south side. See site plan.

Public Works Department will shut the sprinklers off Friday afternoon at Pelican Square until Monday morning.

Town Municipal Parking lot on El Mar next to alley to be allowed for merchant booths.

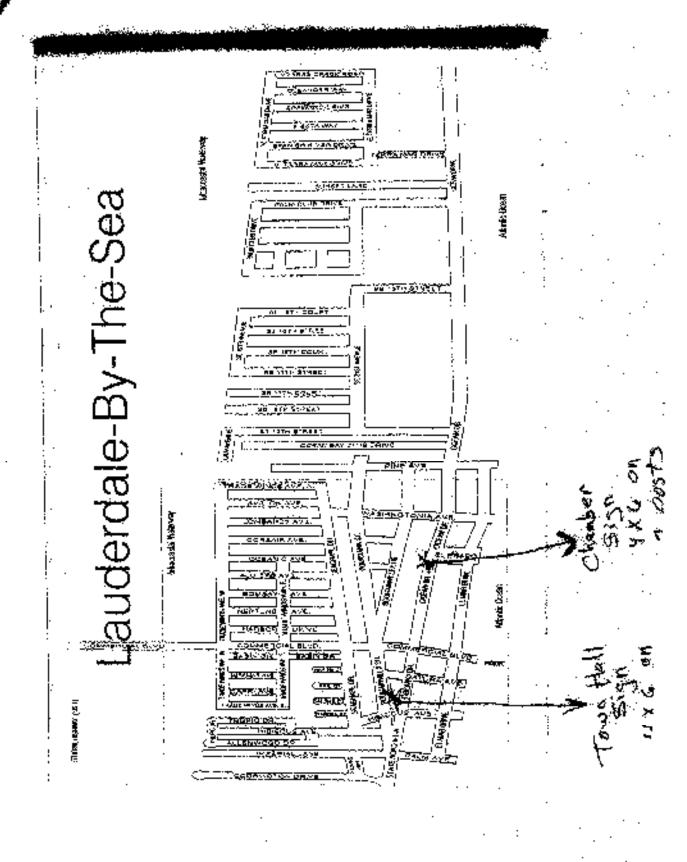
All parking meters NOT to be enforced Town wide during these eyents from 8:00am until 11:00pm.



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